



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

CONTRACTS AND PURCHASING ASSISTANT # 302

Annual Salary: \$36,318 - \$54,477

Typical Hiring Range: \$36,318 - \$45,398

Open Until Filled. First Review of Applications: Friday, January 12, 2007.

THE POSITION

This is a newly created position that will work under direction of the Manager of Contracts. This position will provide administrative and technical support to the manager and the contracts administrators.

DESCRIPTION OF DUTIES

- Finalize and mail bid/proposal packages; maintain contract document files from inception through execution and close-out.
- Assist contracts and purchasing staff in the analysis of more complex contracts, bids, and agreements.
- Coordinate contracting activities with other SCAG departments, the public, and outside agencies.
- Assist contract staff with advertising, mailings, duplication, correspondence, and scheduling of interview panels for proposals.
- Review purchase order requisitions for adequacy; draft purchase orders; follow up on purchase order status; expedite deliveries, invoicing, and resolve any problems.
- Provide information to vendors/consultants on SCAG processes.
- Survey markets for best source or new supply sources; develop and maintain a list of supply sources.

THE IDEAL CANDIDATE . . .

- Is confident and proactive with strong planning and follow-through skills.
- Has a strong service orientation.
- Takes the initiative to ensure deadlines are met.
- Can work independently, but can work equally as well as a team member.
- Has excellent written and oral communication skills.
- Has experience supporting contract administration.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Equivalent to graduation from high school supplemented by specialized training and course work in business administration, contracts and purchasing or a related field and three years of increasingly responsible technical purchasing experience or six years of purchasing clerical experience in an automated system.

Knowledge of: General principles and practices of governmental contract administration and purchasing; record keeping practices, procedures, and methods; report preparation and English usage and grammar; governmental reporting requirements; customer service techniques and practices; office practices, methods, and equipment; business computer applications such as word processing, spreadsheets, database and presentation software; principles and practices of business letter writing and record keeping.

Ability to: Learn, apply, and explain technical policies and procedural requirements; read, understand and review documents for accuracy and relevant information; plan and organize work to meet schedules and timelines; analyze situations and identify an effective course of action to solve inquiries, problems, and complaints; demonstrate flexibility, creativity, and sensitivity in response to changing situations and needs; use initiative and sound judgment within established procedural guidelines; create and maintain accurate files, records, and spreadsheets; work cooperatively with staff, vendors, consultants, SCAG officials, and outside agencies; maintain confidential data and information; independently prepare correspondence; perform mathematical computations accurately; type at a speed necessary for successful job performance; communicate clearly and concisely, orally and in writing.

APPLICATION AND SELECTION PROCEDURE

Applicants must submit a completed SCAG application to:

Southern California Association of Governments
Attn: Human Resources Office
818 West 7th Street, 12th Floor
Los Angeles, California 90017.
(213) 236-1910
(213) 630-1493 fax
www.scag.ca.gov

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice. Qualified applicants will be invited to participate in the selection process based on the application and resume submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. All applicants who meet the minimum qualifications are

not guaranteed advancement through subsequent phases of the selection process. The selection process may consist of written testing, application screening, oral presentation, and oral board interview.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, and financial history may be conducted for certain classifications.
- Pre-employment medical and drug screening may be required prior to hire.
- Employees are required to serve a one-year probationary period. Supervisor, manager, and director positions are employed through an annual contract.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans and two dental plans. Employees also must enroll in vision insurance. SCAG contributes \$800 towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$50,000, is provided by SCAG. Short-term and long-term disability insurance plans are provided by SCAG. An Employee Assistance Program (EAP) is also provided.
- **Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available. Employees do not pay into Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year, depending on length of service with SCAG.
- **Sick Leave:** Employees accrue sick leave at the rate of 3.6923 hours per payroll period (bi-weekly).
- **Medical, Dependent Care, and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with medical, dependent care, and parking expenses.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$155 per month towards bus pass, vanpool, or Metrolink pass and \$35 per month for ridesharing. In order to receive this benefit, employees must utilize one of the listed options at least 13 days per month.
- **Flexible Time/Modified WorkWeek:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments,

established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred eighty-four cities, 38,000 square miles, and a population of over 15 million. For more information on SCAG, please visit our website at www.scaq.ca.gov.

THE LOCATION

The SCAG office is located in bustling downtown Los Angeles (L.A.). L. A. is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. It is home to such professional sports organizations as the L.A. Lakers, Clippers, Sparks, Kings, and Dodgers. Downtown L.A. is easily accessible by Metrolink train, underground Metro, and bus.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931. Advance notification of at least 3 days will enable us to arrange reasonable accommodations.